

REPORTS INVENTORY						CONTROL NO. DDP - 132	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) <b>TYPEWRITER CHARACTERISTICS</b>						2. TYPE OF REPORT <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> STATISTICAL  <input type="checkbox"/> NARRATIVE  <input checked="" type="checkbox"/> MACHINE-NAME LISTING </div> </div>	
3. FUNCTIONAL AREA		<div style="display: flex; justify-content: space-between;"> <div> PERSONNEL LOGISTICS MEDICAL </div> <div> TRAINING SECURITY FINANCE </div> </div>		ADMIN. GENERAL OTHER (specify) CS Desk QDS			
4. NO. OF COPIES PREPARED  5		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Semi-Annual		6. DISTRIBUTION (No. of components not number of copies)  1			
7. FORMAT (memorandum, form computer print-out, etc) Print-Out		8. ADP PROCESSING <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> YES  <input type="checkbox"/> NO </div> <div>IF YES GIVE ADP PROCESSING NO.</div> </div>		9. DIRECTIVE AUTHORITY REQUIRING REPORT C/TSD <span style="border: 1px solid black; padding: 0 20px;"> </span> 25X1			
10. PREPARING COMPONENT (include lowest level contributing information to report)  TSD <span style="border: 1px solid black; padding: 0 20px;"> </span>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  N/A			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
							\$78.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
							\$272.00
TOTAL COSTS PER YEAR						\$350.00	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  To provide computerized listings of <span style="border: 1px solid black; padding: 0 40px;"> </span> typewriters. 25X1							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> RETAIN AS IS  <input type="checkbox"/> CHANGE  <input type="checkbox"/> DISCONTINUE </div> <div> <input type="checkbox"/> OTHER (explain) </div> </div>						<div style="display: flex; justify-content: space-between;"> <div>MAN-HOURS</div> <div>DOLLARS</div> </div>	
16. DATE OF INVENTORY October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION

**SECRET**